

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: Completed by Grants.gov upon submission.		
4. Applicant Identifier: 27-10130		
5a. Federal Entity Identifier: _____		5b. Federal Award Identifier: _____
State Use Only:		
6. Date Received by State: _____		7. State Application Identifier: _____
8. APPLICANT INFORMATION:		
* a. Legal Name: Texas Engineering Extension Service		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 74-2270626		* c. Organizational DUNS: 0191264860000
d. Address:		
* Street1: P.O. Box 40006		
Street2: _____		
* City: College Station		
County/Parish: _____		
* State: TX: Texas		
Province: _____		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 77842-4006		
e. Organizational Unit:		
Department Name: _____		Division Name: _____
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____		* First Name: Brian
Middle Name: _____		
* Last Name: Stipe		
Suffix: _____		
Title: Director, Contract Services		
Organizational Affiliation: _____		
* Telephone Number: 979-458-6836		Fax Number: _____
* Email: brian.stipe@teex.tamu.edu		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

H: Public/State Controlled Institution of Higher Education

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.424

CFDA Title:

Surveys, Studies, Investigations, Demonstrations, and Training Grants - Section 1442 of the Safe Drinking Water Act

*** 12. Funding Opportunity Number:**

EPA-OW-OGWDW-12-01

*** Title:**

Training and Technical Assistance to Improve Water Quality and Enable Small Public Water Systems to Provide Safe Drinking Water

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Training and Technical Assistance for Small Public Water Systems to Achieve and Maintain Compliance with SWDA

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="2,987,500.00"/>
* b. Applicant	<input type="text" value="66,218.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="3,053,718.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

- ☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Training and Technical Assistance for Small Public Water Systems to Achieve and Maintain Compliance with the SMDA	66.436	\$	\$	\$ 2,987,500.00	\$ 66,218.00	\$ 3,053,718.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 2,987,500.00	\$ 66,218.00	\$ 3,053,718.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	(1)	GRANT PROGRAM, FUNCTION OR ACTIVITY	(4)	Total (5)
	Training and Technical Assistance for Small Public Water Systems to Achieve and Maintain Compliance with the SWDA			
a. Personnel	\$ 960,280.00			\$ 960,280.00
b. Fringe Benefits	182,014.00			182,014.00
c. Travel	706,632.00			706,632.00
d. Equipment	40,852.00			40,852.00
e. Supplies	8,625.00			8,625.00
f. Contractual	0.00			
g. Construction	0.00			
h. Other	153,813.00	66,218.00		220,031.00
i. Total Direct Charges (sum of 6a-6h)	2,052,216.00	66,218.00		\$ 2,118,434.00
j. Indirect Charges	935,284.00			\$ 935,284.00
k. TOTALS (sum of 6i and 6j)	\$ 2,987,500.00	\$ 66,218.00		\$ 3,053,718.00
7. Program Income	\$ 0.00			

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Training and Technical Assistance for Small Public Water Systems to Achieve and Maintain Compliance with the SMDA	\$	\$	\$ 66,218.00	\$ 66,218.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$ 66,218.00	\$ 66,218.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 2,987,500.00	\$ 746,875.00	\$ 746,875.00	\$ 746,875.00	\$ 746,875.00
14. Non-Federal	\$ 66,218.00	\$ 16,554.00	\$ 16,554.00	\$ 16,554.00	\$ 16,554.00
15. TOTAL (sum of lines 13 and 14)	\$ 3,053,718.00	\$ 763,429.00	\$ 763,429.00	\$ 763,429.00	\$ 763,429.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program

FUTURE FUNDING PERIODS (YEARS)

	(b) First	(c) Second	(d) Third	(e) Fourth
16. Training and Technical Assistance for Small Public Water Systems to Achieve and Maintain Compliance with the SMDA	\$ 2,987,500.00	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 2,987,500.00	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	\$2,118,434	22. Indirect Charges:	\$935,284
23. Remarks:			

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Training and Technical Assistance for Small Public Water Systems to Achieve and Maintain Compliance with the SWDA

RFP: EPA-OW-OGWDW-12-01

National Priority Area Addressed:

National Priority Area 1

Name of Applicant:

Texas Engineering Extension Service
PO Box 40006
College Station, Texas, 77842-4006

**Key Personnel and
Contact Information:**

James Fischer
james.fischer@teex.tamu.edu
979.458.2051

Total Project Cost:

Federal funds requested	\$2,987,500
Non-federal cost-share/match	66,218
Total project cost	\$3,053,718



B. Executive Summary National Priority Area 1

The Texas Engineering Extension Service (TEEX) proposes to provide on-site training and on-site technical assistance to Small Public Water Systems on the requirements of the Safe Drinking Water Act (SDWA) in all 50 states and the five US territories (National Priority Area 1). TEEX will meet with each US EPA region/state/territory and determine the specific topics to be covered so the training is targeted to accomplish the needs of each EPA region/state/territory. TEEX will conduct various community outreach activities to include the development of a website for dissemination of information regarding the SDWA. TEEX will also broadcast at least one training session from each State/Territory for those small systems that cannot attend a face-to-face training event. These broadcasts will be archived and available through the website.

Participants will gain a better understanding of the regulatory requirements and processes, whereby compliance can be achieved as a result. Water utilities will be able to change their procedures, improve processes and update facilities which will result in safer drinking water for their customers. The updates and improvements made by the facilities will aid in the achievement of the EPA Strategic Plan 2: Clean and Safe Water, Objective 2.1, Protect Human Health.

The goal is to reach at least 1,725 participants and at least 115 systems with the targeted training and technical assistance. The following are the anticipated environmental outputs and outcomes.

The following activity results are projected:

- An increase in the number of small public water system managers and operators receiving targeted training in the SDWA regulatory requirements and proper water system operations.
- An increase in the number of small public water systems receiving targeted technical assistance to determine factors affecting performance and compliance with applicable primary drinking water standards.
- An increase in the number of small public water system operators receiving hands-on training to maximize understanding and knowledge retention of treatment plant operations and distribution system operations.

The following environmental improvements are projected:

- A 40% increase in the knowledge and competency of small public water system managers and operators in the areas of the SDWA regulatory requirements and proper water system operations.
- A measurable improvement in the performance of small public water systems where operational changes or other recommendations were implemented following a targeted technical assistance site visit.
- An increased number of small public water systems achieving compliance with the SDWA or making substantial progress toward compliance as indicated by measured performance, reduced enforcement priority status or other factors.

C. Workplan

1. National Training and Technical Assistance Approach

The Texas Engineering Extension Service (TEEX) proposes to offer face-to-face/on-site training and face-to-face/on-site technical assistance on the Safe Drinking Water Act (SDWA) in all 50 states and the US territories of Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and American Samoa.

Ninety percent of the training and technical assistance will be delivered face-to-face for this project. The TEEX Project Coordinator will conduct a meeting or conference call with each state and US territorial primacy agency to determine course content based on need and priorities. TEEX will invite the appropriate EPA regional representative to participate in each of these coordination calls/meetings. Following the coordination calls/meetings, TEEX will prepare an implementation plan for each state and territory and will share the plan with the appropriate EPA regional representative, the State Primacy Agency and the EPA grant project officer and ask them to provide their comments within 10 days. Following this review period, TEEX will complete final implementation plans after considering comments received on the draft plans. TEEX will send a copy of the final plans to the EPA project officer and to the appropriate state primacy agencies. TEEX will participate in conference calls with NRWA and EPA, organized by the EPA project officer, to avoid duplication of efforts by sharing proposed training and technical assistance locations and schedules. Based on the final implementation plans, TEEX, through its instructors/subject matter experts (SMEs) and curriculum team, will develop the appropriate federal and/or state/territory customized training materials to be presented in multiple one day (8 hour) classes specific to operational personnel and management personnel, focusing on individual needs and compliance issues of concern. Much of this information is readily available and will be repackaged and customized. Local face-to-face technical assistance will be determined in the same manner. Based on specific regional language issues, training can be presented in Spanish.

The location of each training session will be determined after consultation with each state or territory to ensure the best possible attendance. Coordination will also occur with NWRA. There are several delivery plans, outlined below, that may be implemented based on the total number of visits that will be made and the proximity of the class locations.

Scenario 1 (Classes not in close proximity):

Travel on Monday, teach class on Tuesday, travel on Wednesday, teach class at another location on Thursday, return travel on Friday.

Scenario 2:

Travel on Monday, conduct technical assistance on Tuesday, teach class on Wednesday, conduct technical assistance on Thursday, return travel on Friday.

Scenario 3 (Classes in close proximity):

Travel on Monday, teach class on Tuesday, conduct technical assistance on Wednesday and travel, teach class at another location on Thursday, return travel on Friday.

Of particular concern are the five U.S. territories, Alaska and Hawaii because they are currently underserved for water system training. The number of visits to the territories has not been reduced from the original proposal for this reason. Special emphasis will be given to the territories, Alaska and Hawaii. TEEX will contact the regulatory personnel specific to these areas and make a concerted effort to provide on-site training and technical assistance in these locations.

TEEX will provide for continuing professional development education credits for those who attend and successfully complete the training. This will be accomplished by soliciting each state licensing regulatory agency as to the requirements for training approval and submitting the required information. TEEX has gained continuing education units (CEU) with other states in the past. The training courses will have both a pre- and post-test which will serve two goals: 1) evaluating the comprehension and knowledge gained by the training and 2) fulfilling some state requirements for an exam for CEU approval. TEEX will electronically submit progress reports and updates of activities to the various regions/states/territories on a quarterly basis.

In addition, the TEEX Web Developer, with input from the Project Coordinator and instructors, will conduct various social media community outreach activities which include developing and maintaining a website that will allow for information and technology transfer during the course of the project. The website will provide a presentation on the SDWA that is applicable to all users. The TEEX Communications and Production Department will also record and broadcast at least one training session from each state/territory that can be accessed through this website. DVDs will be available at no charge for those small, rural agencies lacking appropriate computer connections. These agencies will be given a web address and/or phone number and/or order form for a DVD of the presentation. The training event will be archived and accessible to others via the website. The website will also be used to provide additional educational materials that are made available during the traditional face-to-face class offerings. For example, TEEX will transfer results and effective compliance strategies to interested stakeholders by developing a list of best management practices for varying issues and disseminating the information through the website as well as through the face-to-face technical assistance and classroom presentations. The website will also host a help desk where water utility employees can pose questions and receive answers from TEEX subject matter experts within two business days. In addition to the website, social media will be utilized for community outreach activities. Ten percent of the training and technical assistance activities of the project will utilize a distance learning approach through the website.

2. Environmental Results and Measuring Progress

a. Stated Objective/Link to EPA Strategic Plan

Because of the targeted training in the requirements of the SDWA, the priorities of the regions/states/territories, and the technical assistance focus on specific technical issues, participants will gain a better understanding of the regulatory requirements and processes whereby compliance can be achieved. Water utilities will be able to change their procedures, improve processes and update facilities, which will result in safer drinking water for their customers. This will achieve the EPA Strategic Plan 2: Clean and Safe Water, Objective 2.1, Protect Human Health.

b. Results of Activities (Outputs)

The following are the expected activity results:

- An increased number (at least 1,725) of small public water system managers and operators receive targeted training in the SDWA regulatory requirements and proper water system operations.
- An increased number (at least 115) of small public water systems receive targeted technical assistance to determine factors affecting performance and compliance with applicable primary drinking water standards.
- An increased number (at least 115) of small public water system operators receive hands-on training which maximizes understanding and knowledge retention of treatment plant operations and distribution system operations.

The TEEX Project Coordinator will compile a list of all training activities that are conducted at the locations and the number of attendees. All technical assistance activities will be recorded in the same manner, along with the site-specific topics or activities that were conducted as part of the technical assistance visit. The TEEX Project Coordinator will also record the number of community outreach activities that are conducted during each reporting period. Reports of these activities will be electronically submitted to EPA/regions/states/territories on a quarterly basis.

c. Projected Environmental Improvement (Outcomes)

The following environmental improvements are projected:

- A 40% increase in the knowledge and competency of small public water system managers and operators in the areas of the SDWA regulatory requirements and proper water system operations.
- A measurable improvement in the performance of small public water systems where operational changes or other recommendations were implemented following a targeted technical assistance site visit.
- An increased number of small public water systems achieving compliance with the SDWA or making substantial progress toward compliance as indicated by measured performance, reduced enforcement priority status or other factors.

As part of each training session, a pre- and post-test will be used to quantify competency gained. Follow-up site visits will be conducted after technical assistance activities to measure progress towards goals, which will be tracked through the TEEX Student Management System. TEEX will re-visit the regions/states/territories after training sessions to determine the level of water utility improvement and if any additional training sessions will be required. Reports of these activities will be electronically submitted to EPA/regions/states/territories on a quarterly basis.

3. Milestone Schedule

Activity Description	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Phase 1 - Preparation/Outreach to States/Territories Contact of each Region/State/Territory to determine training needs and priorities and develop site specific information. Launch website for outreach training.												
Phase 2 - Conduct Training and Technical Assistance Conduct Training and Technical Assistance. Submit quarterly progress reports.												
Phase 3 - Impact Assessment Conduct post-impact surveys												
Phase 4 - Conclusion Compile data. Prepare final reports.												

4. Voluntary Cost-Share/Match

TEEX proposes approximately 2% in-kind voluntary cost-share totaling \$66,218. The cost-share will be in the form of monies spent on facility rental for adequate classroom space and promotional materials. Adequate classroom space will be required to ensure a comfortable learning environment for the participants as well as having standard technology capabilities to aid in the streaming of the webinar related deliveries. Cost-share will also include community outreach support in the form of developing and printing materials to promote the program and its outcomes. Community outreach promoting the program will aid in ensuring a strong participant turn-out for training deliveries and will result in requests for technical assistance site visits as proposed. Since TEEX is not requiring an outside entity to provide any cost-share, the likelihood of obtaining the full cost-share amount is high and will be fully documented in the TEEX system.

5. Detailed Budget Narrative

Salaries are for the time directly involved in this project and for the overall instructional, management and direct support work to complete the proposed deliverables.

The Program Director is responsible for negotiations and oversight of the other employees. The Training Manager is responsible for interface with the field offices and for the programmatic reports to EPA as well as the contact person for EPA. The Project Administrator will be responsible for the overall supervision of the training teams and will be responsible for completion of all proposed activities. The Project Administrator will also be responsible for any quality control of the course deliveries.

Instructional support salaries include individuals responsible for scheduling activities, shipping and printing course materials, compiling and entering student information into the TEEX Student Management System, CEU coordination across states, maintaining the program website to include uploading training videos, and creation of reports and participant certificates for the project.

Budgeted salaries for instructional labor include full-time instructors, adjunct instructors and training support technicians. These personnel will make up the training teams responsible for delivery of all training and technical assistance.

Total Budgeted Amount for Salaries: \$960,280

Fringe Benefits are a percent of employee salaries and wages. Fringe benefits are calculated based on 15.82% of full time salaries for benefits that include retirement, Social Security, Workman's Comp, and Medicare plus \$474 per month for group insurance benefits. Part time employees receive reduced benefits based on an established formula of 8.52% of wages. Fringe benefits are for personnel listed in the budget and for the percentage of time devoted to the project.

Total Budgeted Amount for Fringe Benefits: \$182,014

Travel expenses will be incurred as instructors deliver classes and perform technical assistance visits. The Project Manager will also incur travel costs to perform monitoring visits and observe instructors during deliveries as part of quality assurance. Additional travel expenses will be related to in-process reviews (IPR) of the project to be held on a quarterly basis for all staff involved. Travel expenses will be allowed within State of Texas travel management program guidelines and the General Services Administration (GSA).

Out of state and in state travel for 100 deliveries in CONUS: estimate \$850 airfare per trip, \$168 per diem per trip and \$50 auto/misc per trip, 5 days of per diem and 2 members on each team per delivery. QA/QC Course Monitoring will incur the same travel expenses for 1 person to make 50 trips.

Out of country travel for 15 deliveries in the U.S. territories: estimate \$1,500 airfare per trip, \$293 per diem per trip and \$125 auto/misc per trip, 8 days of per diem and 2 members on each team per delivery. QA/QC Course Monitoring will incur the same travel expenses for 1 person to make 5 trips.

Out of state and in state travel for 4 IPR briefings: estimate \$850 airfare per trip, \$149 per diem per trip and \$50 auto/misc per trip, 3 days of per diem and 9 members on each team.

Total Budgeted Amount for Travel: \$706,632

Equipment are non-expendable items which have a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. State of Texas purchasing regulations require items over \$5,000 be capitalized and controlled by property management. F&A costs are not applied to capital equipment purchases. For this project, those expenses include camera and equipment to be used by the instructional teams to record and broadcast training sessions via the internet.

Total Budgeted Amount for Equipment: \$40,852

Supplies are consumables to include in-classroom items used by the participants such as pencils, highlighters, name tents and supplies such as test tubes and solutions to be used for in-class activities.

Total Budgeted Amount for Supplies: \$8,625

Other Expenses include the printing cost for course materials, student reference documents and the cost to ship these materials to each training locations. Additional expense in this category includes the cost of software for the broadcast of the live training events and DVD production/shipping.

Total Budgeted Amount for Other Expenses: \$153,813

Cost Share is approximately 2% of the total budget. Cost share will be in the form of monies spent on facility rental for adequate classroom space and promotional materials. Cost share will also include developing and printing materials to promote the project and its outcomes.

Total Budgeted Amount for Cost Share: \$66,218

Indirect Costs are calculated based on an approved rate agreement. TEEX Facilities and Administrative (F&A) charges are calculated at 46.5% Modified Total Direct Costs (MTDC) using the U.S. Department of Health & Human Services (DHHS) approved cost rate agreement, effective through 8/31/14.

Total Budgeted Amount for Indirect Costs: \$935,284

Total Budget

The total budget to complete all proposed deliverables will include:

Priority	Federal Direct Share of Budget	Federal Indirect Share of Budget	Cost Share of Budget	Total Proposed Budget
Small Public Water Systems	\$2,052,216	\$935,284	\$66,218	\$3,053,718

6. Programmatic Capability/Experience/Community Support

a. Organizational Experience

The **Texas Engineering Extension Service (TEEX)**, a member of The Texas A&M University System, is one of the largest providers of workforce training in the nation. During the 2011 fiscal year, TEEX provided training and technical assistance to more than 180,450 people from all 50 states, five US territories, the District of Columbia and 73 countries. Each year, TEEX provides training to those who wish to upgrade skills, become certified or learn more about new technologies. TEEX has the experience, professional instructional staff, technology and capabilities to provide technical assistance and learning solutions. TEEX is headquartered in College Station, Texas.

The **Infrastructure Training & Safety Institute (ITSI)** offers highly diverse training programs that serve nearly all of the departments in local, state or federal government. Training is offered in

water and wastewater, construction, electric power, public works, transportation, telecommunications, heavy equipment, building codes and other occupational areas. ITSI, one of six divisions within TEEEX, offers courses that are hands-on, state-of-the-art, and delivered across the nation and around the world.

The **TEEEX ITSI Water/Wastewater Training Program** provides comprehensive training for water and wastewater personnel located in all areas of the state and across the nation. Training ranges from basic through advanced, offering water and wastewater operators the skills necessary to obtain certification to operate systems in compliance with state and federal regulations.

- Employs ten full-time instructors
- Draws from a pool of over 30 additional wage instructors
- Offers 40 to 50 open enrollment, water and wastewater operator certification training courses each month at over 350 locations annually
- Provides technical assistance and site-specific training to the federal government and private sectors
- Offers five (5) correspondence-based and five (5) on-line distance learning courses
- Serves as the sole training provider for the Texas Commission on Environmental Quality's (TCEQ) On-Site Sewage Facilities (OSSF) program
- Serves as the administrator and exam proctor for the TCEQ's Landscape Irrigator/Licensed Installer Program
- The Water/Wastewater Program alone offers 55 different courses in water and wastewater

In addition to its scheduled water/wastewater courses, ITSI operates the **Frank M. Tejeda Center for Environmental Excellence** in San Antonio, Texas. Originally funded by the Environmental Protection Agency (EPA) and other federal agencies, now continued by TEEEX, the Tejeda Center provides training and technical assistance to the border areas of Region VI, particularly in water and wastewater operation and management. This special resource provides literature, technical assistance and on-site training for water and wastewater problems. Along a corridor of the US/Mexico border from Texas to California, the Tejeda Center evaluates and determines where water and wastewater systems fail to meet compliance and are operating improperly. Assistance is given to the systems, and follow-up visits are performed to assure problems are solved. The Tejeda Center assists smaller systems with financial management issues and demonstrates new technology for operators in the field. Assistance is given for future infrastructure improvements through cost-benefit analysis.

b. Staff Expertise/Qualifications

See attached resumes for all personnel. Estimated number of full-time equivalent workers for this project is 19.7 FTEs. Key staff includes **Mr. James Fischer**, TEEEX Training Coordinator, who will act as Project Coordinator. He holds a Master's degree in Water Management from Texas A&M University and brings more than 30 years of water and wastewater experience to the project. Nine of those years include teaching water and wastewater courses throughout Texas and the nation.

Ms. Quenya Evans is currently the Director, Business Services for the Infrastructure Training and Safety Institute of TEEEX. During her time with TEEEX, she has received her Grant Management

Certificate and has over 14 years' experience in managing over \$100M in federal grants from various agencies. Ms. Evans has extensive grant management and financial management experience. As Program Manager for Business Operations with the National Emergency Response and Rescue Training Center, the operating budget averaged between \$20 and \$40 million a year. She provided financial oversight to the State Domestic Preparedness Equipment Program funded by the Department of Homeland Security. Ms. Evans has a Bachelor's of Business Administration in Accounting from Texas A&M University and a Master's of Public Administration from Sam Houston State University.

Subject Matter Experts/Instructors:

Stanley States – Laboratory Manager with the City of Pittsburgh, PA. He holds a Ph.D. in Environmental Biology and brings more than 40 years of water and wastewater experience to the project. Mr. States has authored numerous water and wastewater publications and has taught courses nationwide.

Karen Tuttle – TEEX Associate Training Specialist, located in Florida. She has more than 30 years of water and wastewater experience and has taught various courses on Disaster Management and the EPA Response Protocol Toolbox for Wastewater at locations across the country.

TEEX also has a host of full-time and adjunct instructors, each with significant hands-on water and wastewater experience, along with instructional experience. They have taught a variety of courses on water and wastewater topics throughout Texas and across the nation. The typical instructor has 20 years of hands-on water and/or wastewater experience and 10 years of teaching experience.

c. Community Support

Fifteen letters of support are attached.

7. Past Performance

TEEX has 14 years' experience teaching water utility staff nationwide in Water Utility Disaster Management through a federal grant. The TEEX National Emergency Response and Rescue Training Center (NERRTC) was established in 1998 to enhance the capabilities of emergency responders and local officials to prepare for, respond to, and recover from catastrophic events resulting from natural events, man-made accidents, or terrorist attacks. Congressionally mandated and partially funded by the US Congress, NERRTC was the founding member of the National Domestic Preparedness Consortium (NDPC). Since its inception, NERRTC has provided local, state, and federal jurisdictions with high-quality, hands-on, scenario-driven leadership training, exercises, and technical assistance. There are currently 31 different courses offered through NERRTC, including two for water utilities and utilities leaders.

TEEX/NERRTC continues training through a cooperative agreement funded through the Department of Homeland Security (DHS) (GY10 HSNTF 2010-NA-T0-K008).

- a. This training continues and is managed utilizing a Cooperative Agreement Procedures Manual (CAPM). This Procedures Manual provides TEEX instructors and staff with the

administrative, financial and operational guidelines, procedures, and standards associated with the development and delivery of courses funded by the US Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) Homeland Security National Training Program (HSNTP) Cooperative Agreement.

- b. As a condition of the DHS/FEMA HSNTP Cooperative Agreement, Progress Reports are required every six months, based on a calendar year, and they are currently up-to-date.
- c. The program is monitored by semi-annual progress reports to DHS. In addition, TEEX requires monthly progress reports on each course delivered under the grant. These reports detail information on the number of deliveries, number of students trained and monitoring of expenditures for each course.

In fiscal years 2008 and 2009, TEEX developed the Wastewater Response Protocol Toolbox (WWRPTB) for EPA. Funded through the DHS cooperative agreement, training utilizing the toolbox was delivered on a national scale.

- a. The WWRPTB was successfully completed and delivered to EPA and the training classes on the WWRPTB were successfully delivered.
- b. All reporting requirements were met as part of the agreement.
- c. Manual development progress reports and course delivery matrices were reported to EPA on a routine basis.